**Insert Tab Assignment – Favorite Musicians**

You will create a short slide presentation that will demonstrate your knowledge of the Insert Tab in Microsoft Office PowerPoint. You will continue to develop your presentation abilities and practice the elements of solid presentation skills. This presentation will be about your favorite music and you will be asked to describe 5 of your favorite musicians.

**Directions**

1. Include a **Title Slide** that gives a name to your list of 5 favorite musicians/bands. It should summarize and be a very descriptive identifier for the musicians you chose**. Include an image of each band/artist.**
2. For each **Artist/Group** you need to include the following information on a **Title Slide**:
   1. The Name of the Musician, and their image.
   2. Where the artist is from.
   3. Short Description of the Artist (Watch your writing here, Keep it Short, and use best practices on a slide)
3. Using a **Title and Content** layout:
   * 1. Create a **4 column 2 row** Table with the **Album Cover Image** in the top row and the **Release Date** in the bottom row

1. Using a **Content with Caption** layout, Pick one of their Favorite Albums of the musician and provide the following:
   1. Insert the **Album Cover**.
   2. Provide a list of the Songs
   3. Identify your Favorite Song – **This song will be embedded into the presentation. You will need to link an image and the song together within the slide. – Take us to the YouTube Video, File, etc….**
2. On a **Title and Content,** insert a Bar Chart depicting the length of the songs on your favorite album. Pick 5 Songs
   1. Title – **Song Lengths**
   2. Y – Axis – **Time**
   3. X – Axis – **Song Name**

**You will complete steps 2-5 for each of your favorite musicians**

5. Using a **Title and Content** layout after presenting your favorite artists conclude the Presentation in a manner that leaves the audience excited and capable of remembering what it was they just witnessed.

**Make sure to use: Ineffective Effective**

**Proper grammar/spelling: 1 2 3 4 5**

**Effective and appropriate visuals, 1 2 3 4 5**

**Easy to read text 1 2 3 4 5**

**Uncluttered and Simple Slides. 1 2 3 4 5**

**Insert Tools Demonstrated in the PowerPoint**

1. **On the Title Slide your text box Title needs to demonstrate the use of Shape Styles and WordArt Styles.** 
   * 1. A title for the presentation
     2. You need to include an Image of each Musician
     3. Your Musician Images need to have a consistent style(s) used
2. **Consistent Font Styles throughout**
   1. Each Artist Title needs to be the same **Font (Style, Color, and Size)** as the rest of that Artist/Band Slides
   2. The Body need to be the same **Font (Style, Color, and Size**) as the rest of that Artist/Band Slides
3. For each image you **must** change its **style.**
4. Insert a **Hyperlink** for the **Artist’s Website** somewhere in their slides and take us to their website.
5. Demonstrate the use inserting a media clip by inserting your favorite song into the slide of the favorite album page**. Your** **sound clip picture should be changed from the Speaker to something that represents the song/artist. (Clip Art, Image, Draw Tools, etc…)**
6. **Demonstrate a quality use of a Chart and a Table. –** Use formatting tools to help you set up and prepare the charts and tables for your audience.

**The Presentation –**  Refer to the Rubric for Presentation Effectiveness